



PTFA ROLES & RESPONSIBILITIES

CHAIR

The Chair provides leadership for the committee, sets the agenda for meetings and manages meetings in line with the agenda.

The Chair should ensure that issues are properly debated and an agreement is reached. Some committee members will be better at expressing themselves than others; it is important that the chair welcomes contributions from all members of the committee so that everyone feels involved. New members of the committee may feel nervous at first. The Chair should welcome all new members, introduce them to the other members and encourage them to play an active part in the discussions.

Occasionally, disagreements arise. The Chair should remain impartial, call the meeting to order without upsetting the parties involved, and make sure that the committee's decisions are not hindered in any way.

The Chair needs to work closely with the Treasurer and Secretary to ensure that the association is run effectively. The Chair can be a signatory for the association's bank account, along with either the Treasurer or Secretary or other elected committee member.

Key Responsibilities:

- provide leadership; ensure the Committee fulfils its role in respect of governance of the association
- sign the approved minutes of the last meeting
- set the agenda for meetings, liaising with the Secretary
- agree a date for the next meeting
- ensure the agenda is followed and that all business is covered
- close the meeting
- call the meeting to order when it is time
- write the annual report, liaising with the Secretary
- welcome and involve new members
- sign cheques for the PTA with one other elected committee member
- ask for apologies for absence
- get to know committee members
- forward approved notices and any other relevant data to the Web Co-ordinator as soon as possible.

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SECRETARY

The Secretary is responsible for ensuring that there are effective communication links between committee members and between the association and the school. The Secretary deals with all the correspondence that the association receives and helps the Chair ensure that committee meetings run smoothly. Building up a good relationship with the school Secretary will help ensure that correspondence, sent to the school, is passed onto the Secretary promptly - usually through your child's book bag.

As well as dealing with correspondence, following a committee meeting, the Secretary will need to make bookings and other arrangements for forthcoming events. Confirm arrangements made by telephone in writing (by letter or e-mail).

The Secretary will make arrangements for the Annual General Meeting (AGM) and help the Chair prepare the annual report. The Secretary may also co-sign cheques on behalf of the association, along with the Treasurer, Chair or other elected committee member.

Alongside dealing with correspondence, the Secretary's other main task is to help the Chair ensure that committee meetings run smoothly.

Key Responsibilities:

- deal with correspondence
- take notes and then write up the minutes of meetings, agree them with the Chair and then send a copy to all Committee members (usually via email)
- liaise with the Chair over preparation of the agenda
- call meetings - giving plenty of notice
- make meeting & event arrangements
- keep a record of attendance at meetings
- ensure that enough committee members are present to make the meeting quorate (this number is defined in the constitution). If the meeting is not quorate, it should be postponed and rescheduled
- co-sign cheques as required
- write the annual report with the Chair
- provide each school secretary with a list of all committee members, including contact details and any specific roles held within the PTFA. This should be done as soon as possible after the AGM
- forward minutes and any other relevant data to the Web Co-ordinator as soon as possible
- help with any administrative work, as requested by the Chair or any other committee member.

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TREASURER

A key responsibility for all committee members is to manage and control the funds the association raises. Although all the committee members have equal responsibility for the control and management of funds, the Treasurer plays an important part in helping the committee carry out these duties properly.

The Treasurer should maintain a record of all income and expenditure. This can be done in a simple accounts book or using a computer based package. The Treasurer is responsible for handling the money raised at events, making approved payments and making arrangements for counting of money at events.

The Treasurer should report on the current financial position at each committee meeting and this should be recorded in the minutes. The report should include an update on any income and expenditure since the last meeting and the current balance. If the Treasurer is unable to attend a committee meeting, a written report should be sent to the Chair in advance of the meeting. All financial decisions taken should be recorded in the minutes of the meeting.

The Treasurer operates the bank account, reconciles the bank statements and liaises with the bank regarding changes to the bank mandate and list of authorised signatories. The Treasurer should retain the cheque book and arrange for all payments to be authorised by a second signatory ensuring regular payments, for example, PTA-UK membership, are made on time to guarantee benefits and take advantage of any discounts. The person co-signing must see what is being paid for before signing and once processed, the original invoices should be kept by the Treasurer.

At each event, two people - the Treasurer and another committee member - should take charge of monies received and count the proceeds before they leave the event venue. Once both parties agree the total, it should be recorded and then banked or placed in a safe overnight. We recommend that funds raised should not be kept at home. PTA-UK insurance provides cover for cash to specified limits. Please refer to the PTA-UK Policy Insurance Summary for further details.

The Treasurer should also be involved in pursuing charitable status and Gift Aid. Before the AGM, the Accounts will have to be drawn up in collaboration with the Chair and either audited or independently examined as specified in your constitution.

Key Responsibilities:

- maintain accurate and detailed financial records
- prepare and co-sign cheques as required
- present a financial report at each meeting
- provide and account for cash floats at events
- liaise with the bank
- charity registration and Gift Aid
- make approved payments
- pay agreed expenses
- consults with the bank or building society regarding the availability of higher rate interest accounts
- prepare annual accounts and liaise with the independent examiner of accounts
- count and bank monies
- ensure the committee has agreed appropriate procedures for the handling of financial matter